



Health and Safety Policy

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1 HEALTH AND SAFETY POLICY STATEMENT OF INTENT

Within our school we will meet all of the requirements set out in the School Health and Safety Policy. We will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our School Health and Safety Arrangements we will ensure that we are meeting the Policy aims, objectives and requirements. We will actively strive for continual Health and Safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering Health and Safety within our school planning activities.
- Establishing a proactive and positive Health and Safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the Health and Safety related policies are complied with by having school, or faculty specific procedures, documents, safe systems of work and arrangements that ensures the implementation of Health and Safety locally.
- Assessing and eliminating, reducing or managing the risks that arise out of activities/ processes/ and operations through the risk assessment process.
- Monitoring our school Health and Safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that Health and Safety is considered as part of our employee appraisal and supervision process.
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements.

..... Signature & Date Name Signature & Date Name Signature & Date Name
Chair of Governors	Co-Headteacher	Co-Headteacher

This statement of policy will be kept under review and any amendments made to it will be brought to the notice of all School employees.

2. ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific Health and Safety duties and responsibilities. This section details these specific Health and Safety roles and responsibilities and assigns them to the appropriate posts and functions.

2.1 Health & Safety roles and responsibilities

Successful Health and Safety management depends on a systematic approach throughout the school so that Health and Safety becomes fully integrated with all other aspects of school management. A proactive Health and Safety culture will require strategic leadership from the Governing Body and Co-Headteacher's with support from all staff.

This policy assigns roles and responsibilities to the School post holders as specified below:

2.2 Chair of Governors and Governing Body

The Chair of Governors and Governing Body has overall responsibility throughout the School for implementing and achieving the objectives of the Health and Safety policy; and the preservation, development, promotion and maintenance of the School's Health and Safety management system. Health and Safety matters will be considered within the school's decision making process (as set out within the School's policies and procedures, and any statutory provisions set out in legislation).

The Governing Body will delegate the day-to-day Health and Safety monitoring, reviewing and auditing of Health and Safety to the Co-Headteacher's.

The Governing Body has assigned responsibility to the Co-Headteacher's to respond to any legal notice received by the HSE or other enforcing body.

The Governing Body is responsible for applying Health and Safety legislation; and making decisions that conform to legislation and other recognised health and safety standards and good practice. The Governing Body has collective Health and Safety responsibilities. Individually they will ensure that this Health and Safety policy is applied effectively within any areas that they have particular responsibility for. Therefore they are responsible for preserving, developing, promoting and maintaining the School's Health and Safety management system.

The Governing Body will ensure that adequate resources are made available to implement successful Health and Safety management and to conform to all relevant Health and Safety statutes. Therefore, Health and Safety matters will be considered and accounted for when making managerial decisions.

2.3 Co-Headteacher's

The Co-Headteacher's have been appointed by the Governing Body as the responsible person for Health and Safety within the School. The Co-Headteacher's will promote the adequate and proper consideration of Health and Safety to senior managers and employees within the School.

The Co-Headteacher's will present a report to the Governing Body on the Health and Safety performance of the School, which will include:

- Accident statistics

- Setting performance related targets and objectives
- Measuring health and safety performance
- Provision of an effective Health and Safety Committee process
- Monitoring of Health and Safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training

Under the direction of the Governing Body, the Co-Headteacher's will:

1. Ensure that satisfactory Health and Safety standards are maintained through effective management and risk assessment processes;
2. Ensure that when making decision/arranging new projects for the service area, Health, Safety, Welfare and Wellbeing issues are considered and dealt with fully;
3. Ensure that adequate Health and Safety communication channels exist within their area of control;
4. Ensure that adequate resources are provided to maintain Health, Safety and Welfare, and manage these resources on a risk priority basis;
5. Work proactively to promote a positive safety culture;
6. Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure Health and Safety;
7. Seek to proactively develop and improve Health and Safety within their area of responsibility;
8. Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;
9. Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual Health, Safety and Wellbeing improvement;
10. Ensure that their employees understand and accept their individual responsibilities regarding Health and Safety and are adequately trained to carry out their responsibilities;
11. In conjunction with the Leadership Team/ Health and Safety representatives, monitor and review the Health and Safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;
12. Ensure that Health and Safety arrangements and performance are formally evaluated, monitored and reviewed at least on an annual basis;
13. Ensure that the Governing Body is consulted, along with employees' representatives, and that professional Health and Safety advice is sought from WES Safety and Premises, prior to changes in accommodation and working practices;

14. Ensure that the Governing Body is informed of any breach of Health and Safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement;
15. Ensure that safe systems of work are fully discussed, recorded, implemented and reviewed with the appropriate employees concerning:
 - Current work activities
 - Planning new activities, methods of work etc.
 - Design/acquisition of new buildings, plant and equipment
16. Ensure that informal tours of the workplace are carried out to proactively identify good and poor Health and Safety performance. This will demonstrate visible management commitment to Health and Safety within their service areas.
17. Ensure that a formalised workplace inspection regime is in place to identify hazards and to take appropriate action;
18. Ensure that contractors receive an induction to the premises/ area they are working, including emergency evacuation. This will provide the contractors with information/ awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities;
19. Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises;
20. Consult and seek advice where necessary; and
21. Provide clear leadership on health and safety and set a personal example.

2.4, Leadership Team, Faculty Heads and Non tutorial Staff Managers

All managers are responsible for managing Health and Safety in their area of responsibility. Faculty policies will specify the roles and responsibilities required by managers to ensure legal compliance and best practice. They will:

- 1 Comply with the school Health and Safety policies and relevant faculty policies;
- 2 Ensure that risk assessments are undertaken for work activities/ processes/ and operations;
- 3 Eliminate the risk or reduce to the lowest possible level by managing the risk effectively;
- 4 Ensure that all employees are familiar with the relevant risk assessment findings, control measures, safe systems of work, and local arrangements;
- 5 Set up and maintain safe, healthy working conditions;
- 6 Provide all new starters with a Health and Safety induction;
- 7 Audit and monitor safe working practices and procedures;
- 8 Ensure that procedures and training programmes are set up and maintained for all employees;
- 9 When designing, buying and using new plant and equipment ensure that Health, Safety and Wellbeing is considered as part of the risk assessment process;
- 10 Ensure that new, reviewed or changed processes and services are assessed for risks before they are put into practice;
- 11 Ensure that accidents, incidents and near misses are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence;
- 12 Ensure that contractors and other people's activities (for example, employees from other service areas) are monitored;
- 13 Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with managers to promote an attitude of safe working across the School;
- 14 Ensure that a formalised workplace inspections regime is in place to identify hazards and to take appropriate action;
- 15 Ensure that contractors receive an induction to the premise/ area in which they are working. This will provide the contractors with information/ awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities;
- 16 Ensure consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.

2.5 Employees

Definition: All School employees will include students, volunteers, agency workers and contract workers, for the terms and reference of this policy.

All employees, including those with managerial responsibilities, have an important role to play in effective Health and Safety management. All employees have a responsibility to:

- 1 Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- 2 Co-operate with their employer or other person in respect of their Health and Safety duties and follow all instructions (written and verbal) to protect their own and other people's Health and Safety.
- 3 Not misuse or interfere with any safety equipment and/or protective clothing provided and avoid improvisation in any form, which could create unnecessary risks to Health and Safety.
- 4 Ensure that plant and equipment is in a safe condition, before use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager.
- 5 Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- 6 Behave appropriately at all times in the workplace and not get involved in any horseplay.
- 7 Avoid taking short cuts or changing work activities, which could create unnecessary risks to their Health and Safety. Use all safety equipment and/or personal protective equipment that is provided.
- 8 Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work, unsafe conditions/tools/ plant/ equipment/ premises/ appliances/ practices, and concerns about Health, Safety or Wellbeing to their manager, even if an injury was not sustained.
- 9 Be familiar with any Health and Safety policies, procedures, risk assessments or any other Health and Safety documentation, applicable to them and their work. Follow all instructions therein (whether verbal or written).
- 10 Be appropriately dressed for their working environment and activity.
- 11 Be aware of the First Aid provision available in school and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- 12 Take part in Health and Safety training and development as necessary.
- 13 Take part in health surveillance programmes as required.
- 14 Set a good personal example in respect of Health and Safety.
- 15 Make suggestions to improve Health and Safety.

3. ARRANGEMENTS FOR HEALTH AND SAFETY

Accidents, Incident and Near Misses

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence. These forms are available from the First Aider's or the Facilities Manager. The Facilities Manager in conjunction with the Co-Headteacher's will carry out investigations into accidents / incidents.

The Co-Headteacher's and Facilities Manager will report all RIDDOR reportable accidents/ incidents, as per the HSE's Information Sheet (EDIS01), will be reported to the HSE within the required timescale.

All reported accidents / incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Parents are notified that their son/daughter has been involved in an accident by the First Aider or by the relevant Student Progress Manager

Accident reports and investigation records will be kept for a minimum of five years if the accident involves a member of staff, visitor or contractor or if the accident involves a pupil / student until they reach the age of 21.

Asbestos

Coundon Court acknowledges the health hazards arising from exposure to asbestos and will protect pupils/students/staff/contractors and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos containing materials in the workplace premises. Up to date records of ACMs and asbestos management plans are maintained by Facilities Manager.

Bullying and Harassment

Coundon Court has a specific policy available in the Staff Handbook folder located on the school network. Paper copies of the policy are available from the HR team located in the main school office.

Contractors – Safe Management of Contractors

The Facilities Manager is responsible for managing contractors on site. Coundon Court has a separate contractor's policy which must be completed by contractors before starting any work on site.

A full site induction is carried out and recorded by the Facilities Manager. All work has a clear specification of works.

For larger projects running on site there will be a full prestart meeting to discuss how the work will be managed, responsibilities, safeguarding and codes of conducts. During this meeting keys contacts for the project are identified.

Works are visually monitored by the Facilities Manager and the contractors nominated site representative, any concerns are reported by both parties immediately.

Any staff concerns about contractors on site should be raised to the Facilities Manager.

Works / Projects are normally signed off by the Facilities Manager.

Control of Substances Hazardous to Health (COSHH) –including Radiation and Compressed Gases (if applicable)

A COSHH file is maintained in the Facilities Managers office for Site Services and Cleaning, the D&T area and Science areas have their own folders. All containers are marked with labels and are decanted to the correct dilution rates. Disposals are done through CLEAPPS recommended contractors. MDS sheets are followed if there are any spillages.

Radiation

- The Science faculty has a competent person responsible for use of the equipment and materials which may pose a radiation hazard;
- The Radiation Protection Advisor is RPO Warwickshire County Council is Sara Young and Lexa Wincott – wespremises@warwickshire.gov.uk.
- The Science Faculty schools radiation protection supervisor is responsible for the management, monitoring and the use of the radioactive sources retained in the science department;
- Sources are in a locked cabinet within the physics cupboard in room 223, monitoring equipment Geiger Muller tube and ratemeter/counter are located in the physics cupboard in 223.
- The Science faculty carries out the risk assessment with all records located within the radiation file located in the main prep room.

Defect Reporting Procedures

Coundon Court has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported either through the helpdesk software on all networked workstations or by calling telephone extension 1442 (Site Services Team Office). Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

The Facilities Manager monitors all premises defect work to ensure repairs are completed in a safe and timely manner.

Design and Technology

Design and Technology have their own faculty safety policy and risk assessments for the work completed within the faculty. The safety policy and risk assessments are in line with current CLEAPSS guidance.

Display Screen Equipment (DSE)

DSE is a self-assessment process that is completed by the employee. Forms should be completed and returned to the Facilities Manager. Forms are reviewed with your line manager, the Facilities Manager and the Administration and Information Manager.

A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such staff are also entitled to a free eye test and payment for a basic set of glasses where they are required mainly for use with DSE.

Please see the display screen equipment self-assessment for further details

Driving at Work

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Annual licence and insurance checks are undertaken and documented.

Further information regarding driving minibuses is available from the Facilities Manager.

Electricity at Work

Coundon Court maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance, by a competent contractor with records maintained. Routine visual inspection by equipment users also plays in an important role in electrical safety. Coundon Court's defect reporting procedure is followed as required.

All information from the fixed wire test and PAT testing is kept in the Facilities Managers office.

Emergency Planning

The Business Continuity Plan which contains important material relevant to fire incidents, should be read in conjunction with this sub-section.

Site Services are responsible for ensuring that all Fire Exits are clearly marked and kept free from obstruction, and that Fire extinguishers (Water, Carbon Dioxide, Powder and Wet Chemical) are distributed throughout the building in appropriate locations as per the fire risk assessment. Site Services will carry out weekly testing of the fire alarm system and monthly testing of emergency lighting and record all findings. All equipment is maintained annually and any defective equipment is removed and replaced as necessary.

The Facilities Manager will undertake and review fire risk assessments annually and arrange evacuation drills on a termly basis in conjunction with the Co-Headteacher's. Fire Risk Assessments are held in the office of the Facilities Manager.

Maintenance of Fire Alarms, Fire equipment and Emergency Lighting are contracted out and overseen by the Facilities Manager.

Fire Precautions

Coundon Court is committed to providing a safe environment for both staff and pupils. Coundon Court manages the risk of fire by ensuring:

- A fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost.
- A detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation.

- Statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff.
- A fire drill is undertaken at least termly to practice evacuation arrangements and ensure working as expected.

Coundon Court recognises its responsibility to prevent the risks presented by fire and ensures all staff take the following steps to prevent it:

- No smoking on school premises.
- No overloading of plugs or other electrical equipment.
- Switch off electrical equipment after use.
- Keep fire escape routes, exit doors and work areas clear.
- Keep fire doors closed.
- Maintain good housekeeping and remove combustible materials quickly.
- Keep fire extinguishers and call points clear of obstructions.
- Ensure nearest Fire Exit and evacuation procedure is known.

Coundon Court has an emergency evacuation plan. This document is updated each academic year to reflect changes around the site and any staff changes.

First Aid

Adequate first aid arrangements are assessed and maintained at Coundon Court and for all activities that Coundon Court leads. Coundon Court ensures that:

- The number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.
- All first aiders and appointed persons hold a valid certificate of competence, Coundon Court maintains a register of all qualified staff and will arrange re-training as necessary.
- First Aid notices are clearly displayed around Coundon Court.
- Sufficient numbers of suitably stocked first aid boxes are located with our main first aiders.
- A suitable area is available for provision of first aid.
- Staff are regularly informed of first aid arrangements within Coundon Court, through the staff handbook which is issued annually electronically.
- Where first aid has been administered this is recorded in the first aid treatment book.
- Correct reporting procedures are followed.
- Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency.

Gas Safety

Coundon Court maintains and services gas systems and equipment in line with statutory guidance and best practice. All gas cylinders on site are inspected and stored appropriately.

All gas safety check information is kept in the Facilities Managers office.

Health and Safety Advice

Coundon Court has access to a competent Health and Safety through the WES Safety and Premises Service. All Health and Safety queries should initially be raised with your line manager then the Facilities Manager

Health and Safety Inspection

Coundon Court recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. The SSO's carry out weekly building checks with a termly walk round carried out with the health and safety link governor. It is recognised that inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per Coundon Court's defect reporting procedure.

Housekeeping, Cleaning and Waste Disposal

Site Service Officers and the school cleaning team have responsibility to make sure the premises are kept clean and tidy at all times. Bins are emptied regularly to stop the accumulation of rubbish and staff can request support from Site Services for the removal of bulky rubbish from storerooms, classrooms and offices. The main bins are located at the end of the P.E car park and can be used for general day to day rubbish around the site. All electrical waste is correctly disposed of in special skips provided by our waste company.

Induction and Training

All new staff will be briefed about the fire drill / fire arrangements by their Line Manager. Fire procedure document is also emailed to all staff at the beginning of every academic year and also when there is any significant change in process.

Coundon Court has an online training package which delivers compliance training for staff.

New teaching staff should be briefed about minimum Health & Safety competencies and procedures by the Leaders of the relevant Subject(s). There is also a more formal induction process carried out led by the Deputy Headteacher.

All persons who undertake construction, maintenance and repair work in the building or premises must be briefed about Health & Safety compliance (including regulations pertaining to Asbestos) by the Site Services staff.

Staff training records are part of the staff personal files.

Infection control

A clean environment is essential to prevent the spread of infection. Germs cannot grow on clean dry surfaces.

An enhanced cleaning program is in place to protect staff, pupils and visitors during the Covid 19 pandemic. Our classrooms have been redesigned and reduction in unused furniture to create a safe working environment for staff. Hand sanitiser is available in every classroom as well as cleaning materials to self-clean any areas with antiviral disinfectant.

Our cleaning teams have a schedule clearly stating what to clean, when to clean and how to clean it, it is essential and includes specifics such as toilets, sinks, equipment and general environment.

Separate cleaning equipment is used for toilets, hand wash areas and non-toilet areas. A standard colour coding system is also used by the cleaning staff.

The SSO team will clean up spillages of blood, faeces, and saliva, nasal and eye discharges immediately wearing appropriate PPE.

Information Dissemination Procedure

All curriculum leaders are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly. Guidance from CLEAPSS, AFPE and other lead bodies should be adopted as appropriate.

Governors

The finance and premises committee reviews Health and Safety and there is a nominated Health and Safety link governor

Lifting Equipment (including lifts and hoists)

There are three passenger lifts on site Business and Computing, PAC and MFL building. There is one dumb waiter which is located in North Block and one person hoist which is located in South Block. All lifts are serviced and maintained to the appropriate standards through a service contract. Only trained staff can use the person hoist, there is currently no one on site who uses this person hoist.

Lone Working/ Personal Safety

For Health & Safety reasons, all staff are required to sign in and out using the electronic signing in and out points. This allows the Fire Marshall to know who to account for in the event of a fire or other emergency. All faculties have access to radios. Non tutorial staff who work during school closure periods have use of a walkie-talkie to enable them to contact Site Services staff immediately if required. The gates around the site are electronic and are kept locked at all times. All staff have badges to access the gates. Staff are not permitted to work on site past 5.15pm each night unless there is a prearranged event.

Maintenance/Inspection of Equipment

All of the schools main plant and site assets receive their statutory inspections through a service contract with Warwickshire County Council. Any maintenance issues picked up on these visits are also dealt with through the Warwickshire County Council scheme.

Manual and People Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture and have relevant training to do so. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance.

Coundon Court will ensure that proper mechanical aids and lifting equipment are available in school, and that there will be staff available who are trained in how to use them safely. Where persons are being moved, specific advice will be sought from a competent person.

Staff are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out
- Ensure the load is held close to the body and firmly
- Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Medication

Parents/carers' requests for medicines to be administered must be received in writing using the form available from the Reception Office, giving first aid staff permission to administer medication and stating how much medication is to be administered and how often. The completed form is locked in the medical cabinet together with the appropriate medication. The amount of medication and the time given is recorded and the form signed by the member of staff who has administered the medication.

Minibuses

Further information regarding driving minibuses is available from the Facilities Manager.

Please also refer to Department for Education advice on driving school minibuses - for school employers, Co-Headteachers and other school staff.

Monitoring Arrangements

The Governing Body recognise the importance of monitoring Health and Safety matters. They will ensure that regular reports of accidents and dangerous occurrences are provided by the Co-Headteacher's and that any necessary alterations to working practices and procedures are implemented. Monitoring will be carried out in a number of ways:

The Governors will receive information on:

- Accidents / incidents and near misses;
- Results of internal or external health and safety inspections;
- Maintenance reports;
- Complaints, hazards and defect reports;
- Reviews of any procedures carried out by the Co-Headteacher's / Facilities Manager.

To help this process, the Governors and Co-Headteacher's will ensure that all reasonable inspection facilities and information are provided on request to inspectors of the Health and Safety Executive (HSE), Trade Union/Employee Health and Safety Representatives and any other bona fide Health and Safety officials.

New and Expectant Mothers

New and expectant mothers should ensure that the Co-Headteacher's are informed that you are expecting. They will then inform the Facilities Manager who will conduct a risk assessment based on the working day of the member of staff concerned.

Noise at Work

Coundon Court will take all reasonable steps necessary to ensure that the risk of hearing damage to staff who operate noisy equipment or work in a noisy environment is reduced to a minimum. Coundon Court also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress, and will take all reasonable steps to reduce noise levels as far as possible. Coundon Court will also take all reasonable steps to minimise the disturbance caused by noise from Coundon Court premises affecting people in the neighbourhood.

Offsite and Educational Visits

The Co-Headteacher's are the schools EVC. All activities must be logged onto Evolve for approval. Coundon Court contracts Coventry City Council Outdoor Education Service for support, guidance and policy

P.E Equipment

Coundon Court uses a service contract through Warwickshire County Council for the inspections of its P.E equipment. These records are kept in both the P.E Faculty and the Facilities Managers office. The P.E staff carry out visual checks of any equipment used and remove from use any dangerous or faulty equipment. The P.E department uses AFPE safe practice in Physical Education as guidance material.

Personal Protective Equipment

Coundon Court will provide PPE when the risk presented by a work activity cannot be adequately controlled through other means. All reasonable steps will be taken by Coundon Court to secure the Health and Safety of staff who work with PPE. It is a staff member's responsibility to ensure they notify their line manager that their PPE needs replacement. Proper use of PPE will reduce but not remove risk.

Physical Intervention

The school does not offer physical intervention training, the school operates a policy where they will not intervene and will allow pupils to leave the site. Some high tariff students with specific needs have risk assessments in place that are circulated to all staff.

Pond

The pond is located at the rear of the 6th form area. The area has a fence surrounding its boundary. The area is supervised at break and lunchtimes and is also in line of sight of the Co-Headteacher's office and CCTV. Trees and shrubs in the line of sight of the pond are kept trimmed so that the line of sight is not obscured in anyway. The pond at its deepest point is under 1 metre which allows an adult to wade into the pond if needed. The area around the pond is kept maintained as part of the grounds maintenance contract.

Public Events

Events must be planned and organised to ensure the safety of students, staff and other users of School premises as well as persons attending the event. A notice about fire evacuation must be given before all performances.

Where an event is organised jointly with an external organisation, the external organisation must be provided with essential health and safety information (fire evacuation and first aid arrangements)

Records

Coundon Court acknowledges both the managerial and legislative requirement for effective Health and Safety record keeping. The Facilities Manager is responsible for the central administration of document control procedures, obtaining the correct authorisations, maintaining document identity and issue status, controlling distribution, updating and keeping archive files. Staff are responsible for maintaining Health and Safety records wherever applicable.

Risk Assessments

Risk assessment forms must be completed annually by all Heads of Subject Departments (Art, D&T and Science), the Facilities Manager for the buildings, and those leading trips and educational visits.

Kitchen staff are responsible for risk assessments for the kitchen and store room areas.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work. A suitable risk assessment can then be carried out.

Safeguarding

Please see the current Safeguarding and Child Protection Policy for greater detail on this area.

Science

The science faculty has its own safety policy and uses CLEAPPS guidance across its curriculum delivery.

Security

Facilities Manager / Site Service Officers are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Slips, trips and falls

Coundon Court recognises slips, trips and falls to refer to any accidental slip, trip or fall which may have the potential for injury or harm to a member of staff, to a pupil or to visitors and contractors. The following procedures are in place:

- Non-slip floor surfaces will be used wherever possible, especially in higher risk areas such as kitchens, toilets.
- Access to areas where floors are wet after cleaning or where spillages have occurred will be restricted to authorised staff only by use of appropriate warning signs.
- Procedures are in place for cleaning up spillages quickly and efficiently, including water left on the floor.
- Procedures are in place for de-icing external footpaths.
- Good quality doormats will be used around entrances and exits.

Premises housekeeping walks take place regularly and things such as trailing cables are highlighted and either made safe or extra power sockets installed where possible and needed. Staff are also encouraged to report any issues with their classrooms such as floor tiles loose.

Smoking

The school site is a completely smoke free site

Staff Consultation / Trade Unions

Governors meet termly to discuss health and safety as part of the Finance and Premises Committee.

Staff can raise issues with their line managers or direct to the Facilities Manager, there is also an online helpdesk facility available for day-to-day maintenance issues.

The Health and Safety Law poster is displayed in the facilities office and main school office. The Governing body provides access to competent Health & Safety advice, as required by the Health and Safety at Work etc Act 1974.

Stress and Staff Welfare

Coundon Court acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

Coundon Court will follow the principles of the HSE guidance. The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, the Co-Headteacher's or another member of the senior leadership team of any ill health issues
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- The member of staff will be advised that support can also be provided through their trade union
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- If it is identified that there is a high occurrence of staff ill health or stress within the school, the Co-Headteacher's will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

Transporting Children - Minibus

All drivers using the minibus must have passed a relevant Driver Training Course and Driving Assessment in order to transport passengers. From time to time, if bookings permit, other organisations can hire the minibus if their nominated driver has passed the above assessment. Minibus bookings are made via the booking diary in the Facilities Manager. Site Services will carry out routine checks on the minibuses (i.e. oil and water etc.)

Trees

Coundon Court has large numbers of trees mainly around the perimeter of the site. Coundon Court uses a competent contractor for specialist advice on trees and its tree surveys. After any high winds the Site Services team will walk the site and look for any damage, clear up or report to issues to the Facilities Manager for external assistance to be sought.

Vehicles on site/car park arrangements

The Facilities Manager is responsible for the management of vehicles on site. All cars are allocated a car park and in some instances specific spaces.

As far as possible movement of vehicles on site at times of high risk (whenever the students are on free time) is restricted. If a delivery vehicle needs to enter the site then a Site Service Officer is called and they act as a banksman. A 5 mph speed limit is imposed on traffic entering and leaving the site.

Violence and Aggression towards staff

All staff at the school have the right to be treated with dignity and respect. Coundon Court therefore will not tolerate any acts of violent or aggression towards its staff. Staff are encouraged to report all incidents of verbal and physical violence and aggression. All incidents should initially be report to your line manager then formally on an accident / incident investigation form available from the Facilities Manager.

Visitors

All visitors must report to reception on arrival and sign in at reception where they will be issued with a visitor's badge. Visitors on blue badges must not be left unaccompanied on the school site. Staff who have visitors with them are expected to take their visitors to the assembly point in the event of a fire alarm. Safeguarding information is handed out to all visitors on first arrival on site. All visitors must sign out when leaving site.

Parents attending parents evening have to sign in at the entry to the venue of the parents evening this acts a roll call should there be a fire alarm or need to evacuate the building.

Water Systems and Water Hygiene

Coundon Court has a contract for water safety through Coventry City Council (HSL). The records of the monthly checks are located in the Facilities Manager office. All air conditioning units on site receive their statutory maintenance through a service contract.

Work Experience Pupils (on school sites)

Risk assessment forms must be by the Head of the Subject Department that has the work experience student. The Facilities Manager must receive a copy of the form.

Work at Height

Coundon Court use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks. Coundon Court ensures that:

- Work at height is avoided whenever possible.
- If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking work at height have received appropriate training and training records are maintained.
- All access equipment (ladders, step ladders, tower scaffolds etc.) is identified and inspected annually.
- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until repaired or is replaced.
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.